***Data of the Legal Holder***

We require the following information from you as the Legal Holder of the project, or also from the organisation you have commissioned to implement the project:

|  |
| --- |
| **Legal Holder of the project** *(organisation)* |
| Name: Click or tap here to enter text. |

**A: ORGANISATIONAL STRUCTURE**

1. **Legal status:**

Select an item.

Click here to enter text.

1. **Year of foundation:**

Click here to enter text.

**Registration:**

Click here to enter text.

1. **Non-profit status**

[ ]  yes, evidence attached

[ ]  yes, evidence submitted for previous project

[ ]  no, explanation:

Click here to enter text.

**3.1. Entitlement to receive foreign funding (only if relevant e.g. for India)**

[ ]  yes, evidence attached

[ ]  yes, evidence submitted for previous project

[ ]  not relevant

1. **Articles of incorporation in their original language and translated into a language used by Misereor**

[ ]  attached

[ ]  submitted for previous project

1. **Current organisation chart showing job titles and names of key personnel**The chart should show both the operative and the supervisory/management levels.

[ ]  attached

Click here to enter text.

5.1. Names of the management board members (or members of comparable decision-making bodies)
Name of management board: Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Form of address | Family name(s) | Given name(s) | Position | Email | X1 |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | [ ]  |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |[ ]

1 *Select the check box if the person named receives a salary from the organisation.*

Names of the supervisory board members (or members of comparable supervisory bodies)

Name of the supervisory board: Click here to enter text.

|  |  |  |  |  |  |
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| Form of address | Family name(s) | Given name(s) | Position | Email | X1 |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |[ ]

1 *Select the check box if the person named receives a salary from the organisation.*

5.2. Frequency of meetings pursuant to the articles of incorporation (please refer to corresponding paragraph(s))

Click here to enter text.

5.3. Number and date of meetings actually held in the last two years

Click here to enter text.

1. **Regulation of handover** **of assets in case of dissolution of the institution** (please refer to corresponding paragraph(s) in the articles of incorporation)

Click here to enter text.

1. **Existing documents giving evidence of the organisation’s transparency and accountability**

[ ]  Policies on child protection and the prevention of sexualised violence

Please attach appropriate documents to your Funding Request.

[ ]  Internal administrative processes (accounting software, procedures of awarding contracts for services and procurements, procedures with spot cash, advance disbursements, other manuals, etc.)

Please name essential documents on your internal processes and attach relevant documents.

Click here to enter text.

**B: CAPACITIES**

1. **Number of persons employed by the organisation:** Click here to enter text.Click here to enter text.
	1. Number of employees in finance/bookkeeping: Click here to enter text.Click or tap here to enter text.
2. **Information on annual income/expenditure**
e.g. annual financial statements, institutional reports (if available, otherwise please draw up matrices). Please also include here data on other non-governmental or governmental organisations that fund your work (please specify each organisation separately). If the Legal Holder is not the implementing organisation of the project (e.g. in the case of some diocesan organisations), please state data for the implementing organisation.

Note: Click or tap here to enter text.

1. **Overview of all activities of the organisation** (e.g. activity reports, annual reports, etc.).
Please attach appropriate reports.